

Mei Chan

(b) (6)

Highest Grade: 12

Availability: Job Type: Permanent

Work Schedule: Full-Time

Desired locations:

Work Experience:

Hours per week: (b) (6)

Series: (b) (6)

Pay Plan: (b) (6)

Grade: (b) (6)

Supervisor: (b) (6)

Okay to contact this Supervisor: (b) (6)

(b) (6) and responsible for all aspects of contracting transactions from initiation, Acquisition Planning, Contracting Forecasting, Sources Sought, Solicitation Request for Proposal, Source Selection, Evaluation of Quote, recommendation of Contract Award and Contract Administration for service contracts for concession of Food Services, Custodial and Grounds Maintenance and O& M and Elevator Maintenance Services with a \$10 Million contracting warrant.

- Review new procurement requirement package and revise the scope of work, drawings or specifications as necessary. Determine the method of procurement and the contract type and develop an acquisition plan to assure project completion in a timely and efficient manner.
- Conduct market research to assess adequacy of competition, develop justifications for other than full and open competition; determines statutory authority and other required clearances; and prepare

needed documentation.

- Prepare solicitation documents incorporating applicable clauses and specialized provisions such as cost accounting standards, cost evaluation factors, firm-fixed price, subcontracting plans, requirements for technical proposals with appropriate weighting factors; cost escalation factors, socioeconomic programs, etc. Issue performance-based service contract with commercial items specifications in accordance with FAR Part 12 Commercial Items, FAR Part 13 Simplified Acquisitions, and FAR Part 37 Service Contracting.
- Solicit proposals from prospective contractors through set-aside for small business, (SBA) Section 8(a) program and other socioeconomic programs and from nonprofit agencies working under the JWOD/Ability One or by using Federal Business Opportunity (FBO), GSA Federal Supply Schedules and Indefinite Delivery, Indefinite Quantity Contracts (IDIQ).
- Coordinate the establishment of a technical evaluation committee /source selection evaluation board to determine acceptability of technical proposals; prepare source selection plans; develop selection criteria and make cost/technical trade-offs. Oversee the evaluation process to ensure that the board members consider offers in accordance with the source selection plan. Reconcile inconsistencies in evaluations. Resolve differences between board members and oversee the preparation of the board's evaluation reports.
- Evaluate bids or offers for responsiveness to the solicitation. Perform cost and/or price proposal analyses; review cost breakdowns, direct and indirect costs to determine reasonableness.
- Develop pre-negotiation objective based on the technical evaluation committee and the feedback from the field office, IGE and the historical data.
- Conduct discussions and negotiations with contractors to reach the final agreed price and make recommendation of contract awards to higher level contracting authorities. Prepare price analysis memorandum for the fair and reasonableness price for contract award.
- Conduct pre-award and post-award conferences with Contractor and Government personnel to provide information and to clarify standard and special contractual provisions of the contract.
- Monitor contractor's performance through phone conversations, correspondence, monthly field office teleconference and annual CPARS reports to ensure contractor's compliance with contract, regulatory and statutory provisions.
- Resolve contract performance or scheduling issues and propose solutions such as issuing cure notice for corrective actions and re-evaluate the quality control plan.
- Negotiate modifications, determining contract cost changes, price adjustments, progress, partial and final payments. Verifying evidence of contractor's progress, make progress payments until final delivery and payments are completed and the contract is closed. Determine whether the contractor has fulfilled all contract requirements, any corrective actions needed and/or monetary adjustments for deficiencies, investigating and resolving differences of fact.
- Monitor contract files to ensure timely completion of required contractual actions, such as the exercise of contract options and review the annual Collective Bargaining Agreement (CBA) wage adjustment requests. Execute modifications and supplemental agreements.

- Close out contracts - monitor contract administration through final delivery and acceptance, final payments; issue termination notices; review settlement proposals; and develop the Government's position with respect to contractor claims. Issue Release of Claims; complete final CPARS and de-obligate any residual fund balance

Series (b) (6)

Pay Plan (b) (6)

Grade: (b) (6)

Supervisor: (b) (6)

Okay to contact this Supervisor: (b) (6)

I was

responsible for repair and maintenance service contracts with contract value from \$150 K to \$6.5 Million for (b) (6) dockside/drydock repairs and urgent unplanned repairs.

- Responsible for all aspects of contracting transactions from initiation through recommendation of contract award for (b) (6) cutters repairs and IDIQ contracts for professional services with a Contracting Officer Warrant of \$500K.
- Reviewed acquisition planning, milestones and Procurement Requests. Analyzed the requirements, recommended revisions to the statement of work or specifications as necessary and determined the method of contracting and the type of contract. Prepared sources source sought notice; reviewed documentation Justification for Other Than Full and Open Competition (JOTFOC); and conducted market research for small business review.
- Prepared solicitation documents incorporating all the correct provisions and clauses such as cost accounting standards, cost evaluation factors, firm-fixed price, subcontracting plans, requirement for technical proposals with appropriate evaluation criteria or factors. Ensure that acquisitions were processed consistent with the Federal Acquisition Regulations (FAR) and other appropriate regulations.
- Prepared request for quotes (RFQ), issued solicitation documents and posted the requirement to Federal Business Opportunity (FBO). Analyzed bids/proposals and determined compliance and conformance to the solicitation instrument.
- Evaluated cost/price of offerers' proposals including cost breakdowns and all supporting

documentation. Performed cost/price analysis, including review of cost and pricing data to determine completeness and reasonableness. Developed negotiate objectives for the preparation of negotiation strategies for contract award and contract modifications. Prepared pre- and post- negotiation memorandum (PNM) for Contracting Officer and legal review and submitted congressional notifications for contract award over \$1 Million.

- Conducted post-award arrival conferences and weekly progress meetings with Contractor and Government personnel to provide information and to clarify standard and special contractual provisions of the contract.
- Performed cost/price analysis on change request proposals and analysis of delivery requirements. Negotiated prices and/or additional time required for performance and consideration on behalf of the Government.
- Monitored contract administration through final delivery and acceptance, final payments, CPARS and contract close out, and retirement of contract. Coordinated contract administration activities for long-term, extensive technical service contracts for option exercises, time extension of delivery schedule, change orders, approval of progress payments, and final payment to contractors.

Hours per week:

Series: (b) (6)

Pay Plan: (b) (6)

Grade: (b) (6)

This a time-limited appointment or temporary promotion

Supervisor: (b) (6)

Okay to contact this Supervisor: (b) (6)

As the Acting supervisory contract specialist and department head at (b) (6)

(b) (6) I was primarily responsible for procurement and administration of contracts for all types of services, supplies, and minor construction contracting needs in support of numerous (b) (6) units, as well as provide contracting oversight to the AOR. I also performed the following duties:

- I supervised and directed the activities of subordinate staff, which included three civilians, 10 enlisted military storekeepers, and provided contracting and oversight to about 25+ different (b) (6) units and shops located in
- Responsible for all aspects of the contracting transactions from initiation to recommendation of award to procure items or services and construction projects with a contracting warrant of \$150K in

Services and Supplies and \$30K in Construction projects. These duties entail, but were not limited to: determining the appropriate source of supply; finding sufficient prospective commercial sources to obtain maximum practicable competition and satisfy socioeconomic and other FAR, HSAM, and CGAP requirements; advising potential sources of the governments requirements; issuing and publicizing solicitations; receiving and evaluating quotations; conducting price and contract terms negotiations; making sound judgment in making the best value buys; writing the contract or ordering document and modifying or amending the contract or order and ensuring the item/service is received in a efficient and timely manner.

- Reviewed and prepared documents for unauthorized commitments before sending them to the COCO for possible ratification;
- Monitored contract performance and negotiation of necessary contract modifications to ensure satisfactory progress and completion of contract activities. Identified potential contracting problems, poor performance and recommend alternatives and solutions for correcting deficiencies.
- Provided advice and guidance to the subordinate staffs, AOR unit and internal customers for the proper contracting procedures in compliance with the FAR Clauses, SCA Wages Determination and Davis Bacon Act.

Hours per week: (b) (6)

Series: (b) (6)

Pay Plan: (b) (6)

Grade: (b) (6)

Supervisor: (b) (6)

Okay to contact this Supervisor: (b) (6)

I was
the (b) (6) projects over micro purchase with \$150K Contracting Officer Warrant for three civilian employees and five military employees.

- Assigned purchase requests and responsible to oversee approximately 100 supplies, services and construction contracts and 50 Service Maintenance Agreements annually by using SAP (Simplified Acquisition Procedures). Administered micro purchases by using Government Purchase Card or Convenience Check and reviewed and approved the purchase card transactions/monthly statements.
- Completed the FAC-C Level II Certificate through the online and classroom training for procurement and contracting courses, the FAR, policies and procedures and contracting principles. Using these practices and principles as the guidelines to identify customers' needs, evaluate sources, select

suppliers deliver and receive requirements when making purchase and when preparing solicitation package for request for quote/proposal.

- Responsible for reviewing the IGE and assessing Statements of Work to ensure all specifications and requirements are appropriated in support of acquisitions. Prepared J and A for acquisition using other than full and open competition. Analyzed the requirements; recommending revisions to statements of work or specifications; and determined the method of contracting, milestones, and procurement plans.
- Responsible for procurement and administration of contracts for supplies, services and construction for the execution of duties for all aspects of the contracting transactions from initiation to recommendation of award to procure items or services. Ensure contractors meet contract requirements; exercised options in a timely manner; enforced Service Contract Act and Davis Bacon Act requirements, and input contract actions to the Federal Procurement Data System timely and accurately.
- Prepared solicitation packages and documents and incorporate FAR Clauses and provisions for the cost accounting standards, cost evaluation factors, firm-fixed price and cost data requirements. Publicized Request for Quote (RFQ) for supplies/services/construction projects through the GSA Advantage or Federal Business Opportunities (FBO) for maximizing competition to the maximum extent practicable.
- Updated the latest FAR Clauses periodically to ensure the compliance of the regulations and procedures applicable to pre-award and post award actions.
- Conducted market research, performed price analysis, DOL wages and historical spend data to determine the fair market price for the contract award.
- Evaluated quotes through price analysis, bid responsiveness, contractor responsibility and contractor performance, determined price reasonableness and made recommendation of contract award.
- Issued contract awards for Task/Delivery Orders for the purchase of computer (b) (6) equipment/technology and printers/copiers from the mandatory source through the (b) (6) and blanket purchase order. Made purchase orders for supplies and services such as the office supplies and furniture, tree trimming, equipment repairs, computer technology training; construction projects such as the office remodeling, installation and replacement of windows/doors, sidewalk repairs, and sewage system repairs etc; Maintenance Services Agreements for recurring services such as the cell phones, copier/printer, linen services, TV cable services, cleaning services, mobile trailer rental services and pool maintenance services etc.
- Reviewed request for equitable adjustment and negotiate modifications to contracts for change Orders. Issued cure notice and prepared termination notices for convenience of the government or contractor default.
- Provided guidance and trained subordinate staff members in contract formation principles including offer, acceptance and consideration.
- Conducted quarterly contract files review and Annual Internal Control Plan (ICP).

- Communicated with the internal customers of their procurement needs and provided guidance and assisted them to prepare the IGE and SOW, J and A, etc. Educated internal customers the required supporting documents and proper procedures and ensure the FAR compliance when making a contract award. Resolved contracting issues such as deficiencies of poor job performance and conducted research of invoice payment discrepancies for external customers.
- Monitored contract performance through final delivery, completion of payments, and the closeout and retirement of the contract and negotiation of necessary contract modifications to ensure satisfactory progress and completion of contract activities. Made invoice payment timely and followed up on any deficiencies after completion of the job within the warranty period.

Hours per week: (b) (6)

Series: (b) (6)

Pay Plan: (b) (6)

Grade: (b) (6)

Supervisor: (b) (6)

Okay to contact this Supervisor: (b) (6)

(b) (6) I was responsible for contract award and administration of the cleaning services contracts for the (b) (6) with a contracting warrant of \$100K.

- Responsible for contract administration including awards, modifications and renewals in the CAMS (Contract Authorizing and Management System).
- Conducted market research, performed price analysis, DOL wages and historical spend data for the districts to determine the fair market price for the contract award.
- Reviewed the Purchase Plan, RFP (Request for Proposals), the SOW (Statement of Work) and obtained all required additional information such as the Facility Inventory and Frequency of Performance Schedule from the requesting office and prepared solicitation package RFP for cleaning services contract.
- Coordinated the on-line reverse auction activities and also conducted the pre-proposal conferences, and issued amendments to RFP's as necessary.
- Reviewed bid proposals and technical evaluations to assure adequacy and acceptability and negotiated the price with the contractor. Negotiated terms and conditions to determine the responsibility of the successful offer based on evaluations of financial and technical information

obtained from prospective contractors or as a result of pre-award surveys.

- Made recommendation of the award based on the supplier's past performance, financial capability and the proposed bid price that is deemed to be the best interest to the Postal Service.
- Completed the Western Area Cleaning Services Contract consolidation and awarded a 2-year contract with 4 option years to 9 districts for multiple sites and the number of cleaning contracts has been reduced from 340 to 9 with a cost saving of approximately 30% in the amount of three million dollars for the next two years. And the nine consolidated cleaning service contracts in the amount of \$6.5 Million dollars were awarded to five different suppliers within 9 districts.
- Managed a group of 9 consolidated cleaning service contracts with 340 sites and monitored the status of all assigned contracts with regard to the progress of work, available funds, request for changes, delays in performance and possible termination actions, issued modification for any change of order or adding new offices, reviewed and verified the monthly invoice for payment.
- Ensure the new cleaning service contracts are implemented as scheduled; coordinated the migration and adding new offices/locations to the new consolidated cleaning service contract. As these districtwide consolidation cleaning service contracts are covering all locations/offices with the existing cleaning contracts with different expiration date, they all will be rolled in to the new consolidated cleaning contract when their existing contracts expired.
- Act as the liaison in between the contractor, contracting officer and the Postmaster to resolve any contract disagreements and provide advice and information to internal business partners the requirement to establish the cleaning service contract and continue to monitor the suppliers' service performance for future improvement opportunity.

Hours per week: (b) (6)

Pay Plan: (b) (6)

Supervisor: (b) (6)

Okay to contact this Supervisor: (b) (6)

I worked in the (b) (6) and I performed the on-site financial control review such as the (b) (6)

(b) (6) to ensure that internal controls are in place and to determine causes of identified problems, made recommendations for improvement. And I monitored trends and indicators to identify anomalies in financial reporting of revenue, expenses, assets and liabilities. Coordinated and conducted tests of internal controls within financial and related systems, reporting and compliance with applicable regulations and laws in support of organizational compliance with the Sarbanes-Oxley Act. I made research and document

facts based on analysis and review, present findings and recommendations to management outlining all required correction actions. Provided program oversight, technical guidance, and training to Finance and Operations employee within the district and proper procedures for new and existing financial systems such as POS, IRT, eMOVES, PostalOne and e-Travel System. Coordinated and oversee implementation and integration for district financial and accounting systems such as the POS-PostalOne System Integration and SPORTS to eMOVES conversion. Furthermore, I monitored financial reporting and the daily operation of financial accounting systems and worked with ASC to resolve operational, reporting and user problem.

Pay Plan:

Supervisor:

(b) (6)

I was the (b) (6) and I was responsible to coordinate and oversee implementation and integration of all district financial and accounting systems such as the SPORTS, (Small Post Office Reporting Tool System), eMOVES (Electronic Money Order Vouchers Entry System), and POS/PostalOne! System integration for the Permit System. In addition, I was responsible to oversee and monitor the daily financial report transmission from five different reporting technologies and they are the IRT - Integrated Retail Terminals, POS - Point of Service, the eMoves, APC (Automated Postal Center), and PostalOne System - the permit System. I coordinated, analyzed, and monitored the district financial reports such as the Trust and Suspense Report, Statement of Accounts, and reconciled Statement of Difference. I processed the general ledger account adjustments, Journal Voucher account Transfer, and filed claim for loss. In addition, I provided technical guidance and advice to post office and field units in the resolution of daily accounting problems and ensure they are in compliance with the GAAP (General Accepted Accounting Principles and Practices) and the postal accounting policies and procedures. I assisted post office stations to develop, prepare, allocate, implement, monitor, and control the operating and capital budgets; it includes current estimates of future financial performance; and integrate planning assumptions into operating budget plans and validate budget and financial forecasts developed by managers. I also provided ongoing analyses to support operations management and improved overall financial and workhour performance, including the analysis and validation of major capital, facility, and program expenditures and packages. Consequently, I was the FNCM (Finance Number Control Master) coordinator and I was responsible to maintain and monitor data bases for all units within the district, update current information and set up new unit in the FNCM. Conducted classroom training

regularly in different financial subjects such as the ADM (Accounting Data Mart) Report Training, Bank Secrecy Act, Basic Financial Report Training, Financial Report Reconciliation Training and Stamp Stock Management, and educated the field offices personnel in regarding postal policies and procedures when performing the daily financial reporting activities.

Hours per week: (b) (6)

Pay Plan: (b) (6)

Supervisor: (b) (6)

Okay to contact this Supervisor: (b) (6)

I Worked in the (b) (6) I monitored trends and indicators to identify anomalies in financial reporting of revenue, expenses, assets and liabilities and in the operational system. In addition, I conducted internal management assessments of financial and operational processes and procedures to ensure that internal controls are in place and to determine causes of identified problems; recommend changes for improvement. Researched and documented facts based on the analysis or review, presented findings and recommendation to local management outlying all required corrective actions. Provided technical guidance and training to other employees in proper procedures for new and existing financial systems and programs. I performed the on-site financial control review to ensure that post office stations comply with policies, procedures, financial systems according to the GAAP, the F1 Handbook – Post Office Accounting Procedures and DMM –Domestic Mail Manual, and also ensure the collection of revenue deficiencies, and to identify any risk.

Education: (b) (6)

(b) (6)

(b) (6)

Job Related Training: FAC-C Level I Certification
CON 100 - Shaping Smart Business Arrangements
CON 110 - Mission Support Planning
CON 111 - Mission Strategy Execution
CON 112 - Mission Performance Assessment
CON 120 - Mission Focused Contracting
CON 237 - Simplified Acquisition Procedures
AQN SPB – Simplified Acquisition Procedure Basic
AQN 101 – Fundamentals of System Acquisition
FAC-C Level II Certification – Issued 12/05/2014
CLC 056 – Analyzing Contract Costs
CON ADM - Contract Administration
AQN SRC – Source Selection
CON SCA – Service Contract Act Overview
CON 200 - Business Decisions for Contracting
CON 215 - Intermediate Contracting for Mission Support
CON 216 - Legal Considerations in Contracting
CON 217 - Cost Analysis and Negotiation Techniques
CON 218 - Advanced Contracting for Mission Support
FAC-C Level III Certification
CON 360 - Contracting for Decision Makers
CON 244 - Construction Contracting
HBS 417 - Finance Essentials
FQN 415 - Performance Base Acquisition
FAC 043 - Ethics & Procurement Integrity for the AWF





Additional Information: Special Skills:

Financial System Computer Applications: Finance and Procurement Desktop (FPD), Federal Procurement Data System (FPDS-NG), EASi, Federal Business Opportunity (FedBizOpps), GSA Advantages, CAMS (Contract Authorizing and Management System).
Computer Systems and Applications: Proficiency in Microsoft Word, Excel Spreadsheet, power point

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PD-33433

PD Information

PD Number	990Y223	Master	
Position Title	Contract Specialist	Cloned from Master	
Servicing HR Office	Region 09	Standard	Regional
Service/Staff Office/Region	PBS	Owner	Michelle Lee
PD Status	Active	Series	1102
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 6 - High Risk (6)	Keywords	Cybersecurity Data Element Code: 000
Legacy - Classified By		Capstone Official	
Classified By	Michelle Lee	Classified On	7/14/2017
Vacancy Announcement Number		Job Analysis Attachment	

Description

Description Contract Specialist, GS-1102-13
 PD#: 990Y223
 NCC Designation: Non-sensitive, High Risk, BI, T4 SF-85P (07/14/17)

This position description is designated with a Cybersecurity Data Element Code 000 based on requirements in the November 2, 2016, version of the NICE Cybersecurity Workforce Framework.

INTRODUCTION:

The position is located in the General Services Administration (GSA), Pacific Rim Region, Public Buildings Service (PBS), Acquisitions Management Division (AMD). In this capacity, serves as an expert Contract Specialist for the most complex contracting actions and projects performed within the assigned organizational unit.

MAJOR DUTIES:***Serves as an Expert Contract Specialist and Senior Negotiator:***

As an expert Contract Specialist, devises procurement strategies required to support major acquisitions that are strategically vital to customers in their mission accomplishment and substantively impact the local business community and the general public as well. In this capacity, develops, prepares, negotiates, awards,

administers and terminates assigned contractual vehicles and/or task orders for highly complex construction, professional services, A/E services, construction management services, design-build projects, and/or a variety of highly complex service type contracts, and/or other highly specialized procurements of significant importance to customer agencies involving national contracts and/or other specialized acquisition projects. Representative at this level are projects involving the planning and procurement of design services and construction for hospitals, laboratories, Federal office buildings or other new high-rise or state of the art facilities; extending or devising new and/or existing contracting techniques to solve problems not susceptible to treatment by accepted methods, or working on highly complex and long range building service type contracts, possibly as part of a national program. The incumbent develops procurement objectives in terms of competition and price reasonableness used to construct contractual vehicles, including the use of pricing arrangements, sub-contracting policy, set-aside policies and similar considerations; prepares and maintains acquisition plans, appropriate milestones and related schedules. Methods of acquisition employed may vary widely and typically require subsequent follow-on actions and/or involve sub-contracts containing interpretive or projected terms, conditions or methods of payment.

Serving as a lead negotiator, exercises responsibility for the resolution of highly complex issues including the requirement for detailed contract modifications designed to clarify questions and/or issues involving specification changes, resolution of language ambiguities and clarification or applicability of specific clauses. Negotiates changes with both the customer agency and vendor personnel and, as required, may also negotiate the incorporation of various change orders into a modified agreement. Develops and recommends improvements to existing schedules contracts; serves as Contracting Officer for high dollar value and/or the most complex and difficult term and condition procurements. Performs post-award contract administration functions, to include negotiating modifications, incorporation of change orders and/or resolution of any disputes that may arise, requiring the exercise of discretionary Contracting Officer authority.

In the role of expert contract specialist, develops and implements systematic plans to assure the accomplishment of PBS objectives through coordinated initiatives designed to assist the customer agency or PBS in achieving their acquisition goals. Will also serve as the business manager with a thorough understanding of the customers' mission and business processes, focused on providing effective business solutions to accomplish missions and achieve stated goals and objectives. Prepares project completion schedules, incorporating definitive project review, control and status reporting processes and requirements, and determines which phases of the project will be performed by in-house personnel or under contract. Analyzes prospective vendors' capability to perform under the terms of the contract, assessing potential effectiveness in meeting all technical and administrative contractual requirements.

Performs the full range of contract administration actions required for the acquisition program, including the issuance of contract modifications, negotiation of changes, exercise of options, investigation and resolution of contractor delays, issuance of cure notices or show cause letters, evaluation of contractor performance, disposition of claims, use of alternative dispute resolute as appropriate and other similar administrative matters.

Procures the Most Complex, Large, and Politically Sensitive Projects:

Oversees and monitors the most complex, large, or politically sensitive projects. Responsibilities include, but are not limited to, ensuring appropriate acquisition

project design and tracking, timely processing of awards and modifications, and overall, ensuring that projects are completed within contractually mandated budgetary scope and schedule. Acquisition-management authority extends from the preliminary planning stage through the design, construction, build out, equipment installation, performance and acceptance of services and close out stages **OR** managing all contractual aspects of a national program involving coordination of a number of contracts, which require long-range procurement planning; an expert knowledge of the program objectives, scheduling, and interrelationships with other programs; and expert skill in interpreting policies to solve unprecedented problems as well as working on national teams and pilot programs, which necessitate the use of innovative procurement techniques or tools when new or untried concepts or techniques are required. Overall projects typically involve large sums of money, and involve projects lasting 4 or more years. Most projects involve complex source selection and/or other critical decisions based on an analysis of highly technical evaluation criteria. Some acquisition projects involve government or world-wide customers, subsequently generating increased scrutiny and/or oversight, with Congressional or OMB oversight or interest in procurements handled not atypical.

Leads procurement team members in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts and participates in the development of statements of new requirements based on changes in the design and construction industry, or applicable services industry, and the most acceptable performance standards. Serves as advisor to program officials in procurement planning meetings, providing technical advice regarding the procurement objectives to be used and assisting in preparing statements of work. Conducts pre-proposal conferences with prospective contractors and issues necessary amendments to clarify questions concerning specification changes, language ambiguities or clarification of contract clauses.

Serves as lead negotiator with responsibility for planning the negotiation strategy and coordinating other necessary activities with the negotiation team, legal counsel, audit and compliance entities, etc. Resolves pre- and post- award protests.

Factor 1, Knowledge Required by the Position Level 1-8 1550 points

Expert knowledge of and ability to interpret laws, regulations, principles and policies to generate new procurement concepts and to recommend to management approval of procurements for the largest, newest and/or emerging state of the art systems, equipment and services where little or no contractual precedent exists to serve as guidance in developing or modifying procurement strategies or pricing structure to meet unprecedented business needs. Knowledge and skill sufficient to plan and procure design services and construction for hospitals, laboratories, Federal office buildings, or other new high-rise or state of the art facilities. This involves preparing and awarding contracts for demonstration, including development of preliminary design and contract specifications, and developing additional contracts to procure scale models or full size modules to demonstrate the concepts of techniques when new or untried concepts or construction techniques are involved.

Mastery of the principles of acquisition planning sufficient to develop and implement an acquisition plan to procure multiyear contracts for highly specialized building and systems design, construction and installation services. Expert knowledge of price/cost analysis, negotiation, and contract administration and termination techniques required to exercise the full range of delegated procurement authority; ability to provide technical guidance and advise and assist specialists and program officials involved in the procurement process.

Knowledge of contract types and contracting methods and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, multiple awards, and special provisions relating to assigned procurements.

Knowledge of acquisition project management and delivery, including the governing regulations, methodologies and processes required to oversee all aspects of assigned projects and to achieve critical project goals, timelines and objectives.

Knowledge of contract administration techniques sufficient to monitor contractors' performance throughout all phases of project development and execution; skill in negotiation techniques required to participate in complex or extended contract negotiations, require the monitoring of the performance of the prime contractor and a large number of subcontractors, negotiation of forward pricing rates and claims, complex changes and terminations or contract close out, and to meet and deal with varying levels of vendor, client agency and/or other Government officials.

Familiarity with business strategy, program and technical requirements sufficient to perform in-depth evaluations of the financial and technical capabilities, or the performance, of the contractor.

Factor 2, Supervisory Controls Level 2-4 450 points

The designated supervisor assigns work in terms of broad general guidance that indicates the overall objectives and goals of the projects involved. As a recognized technical authority in the area of contracting and acquisition project management, the incumbent functions independently and exercises broad latitude in accomplishing work assignments within established objectives and schedules. The incumbent is delegated complete responsibility for most assignments, including the authority to plan, schedule and carry out major projects. Completed work is considered technically authoritative, and findings and recommendations are normally accepted without significant change.

Factor 3 Guidelines Level 3-4 450 points

Guidelines include Federal, GSA and PBS acquisition regulations, directives, policy, procedures and general operating practices, as well as other standard operating requirements. Established Agency policies and procedures are of limited use in planning and coordinating the complex variety of activities necessary to accomplish all requirements in support of assigned acquisition projects. The incumbent authoritatively interprets and provides advice on contractual policies, regulations and other guidance related to the projects managed, and makes decisions based on an adaptation of available guidance.

Factor 4 Complexity Level 4-5 325 points

The work consists of varied acquisition management responsibilities requiring many different and unrelated processes and methods that are applied to a broad range of PBS projects and related contractual activities, involving a substantial depth of technical analysis. Assignments include complex, sensitive and/or extensive acquisition projects authorized and obligated under existing program authorities. Representative complexities of work at this level include: design instability in the early stages of the acquisition cycle, resulting in frequent design and performance changes; difficulty in developing time schedules; lack of precedent and cost data; use of a wide variety of cost and fixed-price contracts in a broad range of complex terms and conditions; multiple year long-term contracts; sole source negotiating environments; use of extensive cost analysis to determine reasonableness, and extensive use of subcontracts. Work involves the development of project management and acquisition scheduling and delivery

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build projects, a variety of complex service type contracts, and/or other highly specialized procurements of significant importance to customer agencies involving national contracts and/or other specialized acquisition projects. The primary work of this position is of a contracting, professional, two-grade interval. As such, the position is properly classified in the GS-1102 series and officially titled, Contract Specialist as prescribed in the GS-1102 position classification standard. That title is prescribed for positions which require knowledge of pre-award and post-award procedures to plan and conduct the contracting process from the description of the requirements through contract delivery.

Grade Determination: This position was evaluated on a factor-by-factor basis using the factor level descriptions and benchmark descriptions in the Position Classification Standard for the Contracting Series. Total points, 3190, evaluate at the GS-13 level.

Final Classification Determination: Contract Specialist, GS-1102-13.

FLSA EVALUATION

Learned Professional Exemption

Met - The base pay exceeds the minimum salary threshold of \$23,660; AND

Met - The primary duty this position involves the performance of work requiring advanced knowledge in a field of science or learning that is customarily acquired through a prolonged course of specialized intellectual instruction, as those terms are defined in 5 CFR 551.208(a); AND

Met - The work is predominantly intellectual in character and includes work that requires the consistent exercise of discretion and judgment, as opposed to routine mental, manual, mechanical, or physical work. The advanced knowledge required by the work cannot be attained at the high school level; AND

Met - The employee serves as an expert Contract Specialist for the most complex contracting actions and projects performed within the GSA, PBS, AMD.

As a senior and expert Contract Specialist, he/she works on the most complex and highly visible contracting actions, projects, and activities.

Comments/Explanations: As a Contract Specialist, the position meets the provisions of the learned professional exemption.

Conclusion: Exempt.

Additional Description

Created By Michelle Lee, 7/14/2017 10:09 PM

Last Modified By Michelle Lee, 8/10/2018 4:51 PM

PD History

8/10/2018 4:51 PM

User Michelle Lee

Connection

Action Changed Description.

8/24/2017 9:04 PM

User Michelle Lee

Connection

Action Changed Description.

8/24/2017 6:38 PM

User Michelle Lee

Connection

Action Changed Description.

7/24/2017 12:09 PM

User **Michelle Lee**

Connection

Action **Changed Description.**

7/14/2017 10:09 PM

User **Michelle Lee**

Connection

Action **Created.**

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Contracting Series, 1102

Individual Occupational Requirements

This is an individual qualification standard developed by the Office of Federal Procurement Policy under the authority of 41 U.S.C. 433. It does not apply to Department of Defense positions.

Basic Requirements for GS-5 through GS-12

1. A 4-year course of study leading to a bachelor's degree with a major in any field;

or
2. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

The following table shows the amounts of education and/or experience required to qualify for positions GS-7 through GS-12 covered by this standard.

GRADE	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education or law school or superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.	1 year equivalent to at least GS-7
GS-11	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above	(No educational equivalent)	1 year equivalent to at least next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Graduate Education. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

1. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

Basic Requirements for GS-13 and Above

1. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

and

2. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
3. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
4. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

PERMANENT ADDRESS

NEVER ADMITTED

ENROLLMENT STATUS

DATE OF BIRTH

DATE

DEGREE

MAJOR

MAJOR STANDING

COLLEGE

UA

UC

GP

COLLEGE

UA

UC

GP

COLLEGE

UA

UC

GP

DEPT. AND COURSE NO.

COURSE TITLE

UNITS

GRADE

GP

DEPT. AND COURSE NO.

COURSE TITLE

UNITS

GRADE

GP

(b) (6)

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--- ALL COLLEGE --- SFSU TOTALS ---

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